1. Based on discussions with your one-up leader, what are the organizational outcomes and imperatives that shape priorities for the coming fiscal year?

2. What is the desired future state for the priorities that have been identified – what does better look like for you and your unit?

3. Identify the team members whose goals will align directly with the organizational priorities.

4. Consider the roles of all team members to identify what better means in their work – both what they do and how they do it.

5. Consider reviewing team members’ job descriptions to make sure they are still current (what they do) and “Success Criteria” (how they do it)